

FY 2025 Notice

- ❖ Budgets are due for approval on **Tuesday, August 1, 2023**. NO EXCEPTIONS!!
- ❖ 5-Year Strategic Plan PDFs are due on **Monday, July 17, 2023**.

Note!

- ❖ LBO requires **10** copies of the budget request **and 3** copies of the July payroll; DFA requires **2** copies of the budget request **and 1** copy of the July payroll.

Note!

- ❖ Please print your budgets **on both sides of the paper**. Please **do not** bind your agency's submitted budget request. A staple at the upper left corner is sufficient.

New!

- ❖ Please review year-end close procedures found at the Department of Finance and Administration web site: <https://www.dfa.ms.gov/fiscal-management> , Year-End Close tab.

Note!

- ❖ All SPB Agencies are required to upload the SPB Human Resources Budget Request Template as a PDF in OBRS. The Excel form and Instructions can be found on the LBO website Budget Request System page.

- ❖ All instructions related to the budget preparation process, along with a link to the Online Budget Request System (OBRS) website, can be found at the Legislative Budget Office web site: <http://www.lbo.ms.gov/> , Budget Request System tab.

- ❖ Please pay close attention to the “Program Decision Units” section of the OBRS program. Separate decision units based on requested changes and **do not** add together multiple changes into one column.

- ❖ Identify each **Budget and Strategic Plan** with the proper LBO number. **Also, please include the LBO number on any cover sheets of larger bound budget packets**. Contact your budget analyst if you do not know your LBO number.

- ❖ Agency Revenue Source Report Instructions and Form example are included in the Budget Instructions/Forms document.